

# Beaford Community Primary & Nursery School

## Job Description – Admin Assistant



DATE: January 2022

JOB TITLE: Administrative Assistant

RESPONSIBLE TO: Trust Business Manager

GRADE: C, SCP 4-6

LOCATION: Beaford Community Primary and Nursery School

### KEY RESPONSIBILITIES:

- To assist the Head of School and Office Manager in the provision of efficient and effective administrative support services.
- To provide secretarial, typing and general computer/data input retrieval services.
- To provide an effective and efficient front-line service to parents/carers and visitors with the aim of resolving queries and improving communication.
- To maintain an efficient mail distribution service and continually update the web-site as directed by the Head of School and Business Manager.
- To compile information for the weekly newsletter and other communication documents in a clear and concise manner. To distribute the newsletter effectively and on time.
- To maintain accurate administrative, financial, pupil and other school records.
- To accurately record income, receipting parents and balancing income software with banking sheets to produce a complete auditable trail.
- To administer petty cash, accounting for all expenditure with proof of purchase.
- To provide routine clerical support such as photocopying, filing and stationery issue.
- Data input as required for pupil assessment.
- To order and receive goods in accordance with financial procedures and as instructed by the Head of School and Office Manager.
- Carrying out any other tasks that are reasonable to the role and level of skill.

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## Person Specification – Teaching Assistant



| Specification  | Essential or Desirable | Determined by.                           |
|--|------------------------|--|
| An aptitude for working with figures (Maths GCSE grade A – C or equivalent relevant experience)      | E                      | Application form.                        |
| Good communication skills, written and verbal.   | E                      | Application form Reference and interview |
| Ability to work as part of a team  | E                      | Application and reference                |
| Proven ability to maintain confidentiality at all times.   | E                      | Reference and interview                  |
| Ability to work effectively under pressure, maintaining deadlines in a high work volume environment. | E                      | Reference                                |
| Ability to work without direct supervision   | E                      | Application and reference                |
| Previous office-based experience.  | E                      | Application                              |
| Confident use of MS office applications, including the internet.                                     | E                      | Application and interview                |
| Working knowledge of Sim.Net schools database package.   | D                      | Application and interview                |
| Flexibility of hours and duties  | D                      | Application and interview                |